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11 March 1954

MEMORANDUM FOR: Chief of Logistics

ATTENTION : Chief, Transportation Division, Logistics Office

SUBJECT : Notification of Shipping Information to Field Installations

1. As a result of a conference on 5 March 1954, between representatives of the Office of Logistics, FE Division, Management Improvement Staff, and this Office, the following procedures were agreed upon relative to the preparation and processing of cables and dispatches pertaining to shipping information to the field:

a. The Transportation Division, Logistics Office, will prepare appropriate notification to the field covering shipping information. The type of notification (dispatch or cable) will be based on time schedules furnished the Transportation Division by the Area Divisions reflecting the average delivery time of dispatches and transmission time of cables. Divisions which have not supplied time schedules to the Transportation Division will submit this information direct to the Transportation Division at the earliest practicable date. All dispatches will be prepared and pouched in accordance with [redacted] dated 17 February 1953.

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b. The Transportation Division will be responsible for ensuring the timely delivery of the dispatches or cables covering these shipments, appropriately flagged with special tags, to the RI Division, FI Staff (1309-L), for delivery on an expedite basis to the Area Division concerned for coordination and release. The originating Division will be responsible for the appropriate coordination of shipping information involving material pertaining to TSS, Commo, or other Divisions.

FOR THE DEPUTY DIRECTOR (PLANS):

[redacted]  
Acting Chief of Administration, DD/P

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cc: Chiefs of Area Divisions  
Chief, FI/RI

(Enclosure No. 1)

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